



JOURNEY LEVEL HVAC/R TECHNICIAN* (FACILITIES MAINTENANCE SPECIALIST)

Department of General Services - Facilities Maintenance

**Applications must be received via mail, fax, e-mail or in person by
5:00 p.m. on October 13, 2006. POSTMARKS ARE NOT ACCEPTED.**

THE JOB

The HVAC/R Specialist performs journey level skilled tasks in accordance with standard trade practices in the installation, preventative maintenance, and maintenance repairs of all HVAC equipment within county buildings. This equipment includes, but is not limited to, complex air conditioning and heating equipment, various types of chillers, hot water boilers, pumps, economizers, air handling equipment, cooling towers, refrigeration systems, and commercial kitchen equipment. The HVAC/R Specialist also obtains competitive price quotes, locates vendors, purchases supplies necessary to maintain an inventory and complete assigned projects, and works with complicated blue prints and specifications. The HVAC/R Specialist performs these functions with minimal supervision, must have the ability to prioritize the workload, and be able to work independently as well as part of a team. The work is physically demanding and entails moderate to heavy lifting (50 to 100 lbs.). This position requires successful completion of a background investigation in order to gain access to, and work within, sensitive areas.

****This recruitment may be used to fill future Journey Level HVAC/R vacancies for up to 12 months****

QUALIFICATIONS

The position requires demonstrated knowledge, skills, and abilities to perform work at a journey level. Any combination of education, experience, and training that demonstrates the ability to perform the work will be considered. The successful candidate will have a combination of training, experience, and qualifications including the following:

- Six years of journey level commercial HVAC/R work **or** a combination of four years journey level work and two years facilities maintenance work in the HVAC/R trade.
- Possession of a HVAC limited energy electrical license issued by the State of Washington Department of Labor and Industries desired.
- Experience with DDC controls desired.
- Possession of a type II refrigerant handling certification desired.
- Possession of a valid driver's license at time of hire.
- Must successfully pass a comprehensive background investigation for jail-entry clearance.

Knowledge of: methods, tools, and materials used in the HVAC trade and in commercial building maintenance and repair; preventative maintenance procedures; codes and regulations applicable to the HVAC area; purchasing and bid requirement; and computer systems used in building system control and diagnosis. ***Ability to:*** view, diagnose, and repair a variety of complex equipment in the HVAC trade; read building construction plans, blue prints, and equipment instruction manuals; demonstrate sufficient strength, agility, and dexterity to perform the work of the position; prepare cost estimates and bid specifications; and maintain accurate records.

SALARY

The hourly rate of pay is \$27.45 per hour. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

SELECTION PROCESS

1. **Application Review:** (Pass/Fail) – All applicants must complete a Clark County application and Supplemental Questionnaire, and submit it to the Human Resources department by 5:00 p.m. on the closing date. Please see the attached document entitled **Supplemental Application Questionnaire**. Applicants who submit an incomplete application or do not have the supplemental materials included, will not pass the application review.
2. **Practical Exam:** (Pass/Fail) – A practical exam may be administered and candidates deemed most qualified will be invited to participate. Top scoring candidates will be invited to an oral interview.
3. **Oral Interview:** (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.
4. **Background Investigation:** The final candidate(s) will be required to successfully pass a comprehensive background investigation.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. *Please read application materials thoroughly to determine application requirements.*

Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000

FAX (360) 397-2457 / TDD (360) 397-6032
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 392,400, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability, and sexual orientation. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2468; TTY (360) 397-2445. If you have questions regarding job announcements please call (360) 397-2456.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



JOURNEY LEVEL HVAC/R TECHNICIAN

Supplemental Application Questionnaire

Posting #06-09-161

In addition to the application, please submit the following Supplement Application Questionnaire. Completion of the supplement is necessary and must be submitted with your application to Human Resources by the final filing date. **CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL QUESTIONNAIRE WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

JOURNEY LEVEL HVAC/R TECHNICIAN FACILITIES MAINTENANCE DEPARTMENT

PRINT NAME _____

DATE _____

INSTRUCTIONS: The following questionnaire will provide Clark County with information about your experience relevant to the HVAC/R position. Evaluation of your responses will determine your continuation in the recruitment process. Thoroughness, neatness, and legibility are important. You must submit this supplement with your application to be considered. Please add additional materials that will show your qualifications. **PLEASE ANSWER ACCORDINGLY TO ALL AREAS REQUESTED. IF YOU HAVE NO EXPERIENCE IN AN AREA, PLEASE SPECIFY THAT IN THE APPROPRIATE SECTION.**

LICENSES:

Do you have a Washington State HVAC Limited Energy Electrical license?	(CIRCLE ONE)	License Number:	Date Issued:
	YES NO		
Do you have a license from a state other than Washington?	(CIRCLE ONE)	License Number/State of Issue:	Date Issued:
	YES NO		

HVAC/R EXPERIENCE: Provide information about your experience with installation, preventative maintenance, and maintenance repair of the following:

HOT WATER BOILERS	Equipment Type & Size	Dates of Experience	Employer(s)	Duties / Responsibilities
Controls				
Burners				
Pumps Single phase and Three phase				
Water Treatment				

RECIPROCATING LIQUID CHILLERS	Equipment Type & Size	Dates of Experience	Employer(s)	Duties / Responsibilities
Controls				
Compressors				
Condenser/Evaporator				
Pumps				
Cooling Tower				
Additional Experience				

BUILDING CONTROL SYSTEMS	Equipment Type & Size	Dates of Experience	Employer(s)	Duties / Responsibilities
Pneumatic Calibration, Installation, Trouble shooting				
Direct Digital Calibration, Installation, Trouble shooting				
Air Compressors And Dryers				
Additional Experience				

HEAT PUMPS	Equipment Type & Size	Dates of Experience	Employer(s)	Duties / Responsibilities
Installation				
Controls				
Compressors Single phase and Three phase				
Additional Experience				

AIR HANDLING EQUIPMENT	Equipment Type & Size	Dates of Experience	Employer(s)	Duties / Responsibilities
Motors and Fans single phase & three phase				
Controls				
Filters				
Coil Cleaning				
System Air Balancing				
Additional Experience				

REFRIGERANTS	Equipment Type & Size	Dates of Experience	Employer(s)	Duties / Responsibilities
Recovery Equipment Used				
Recycling Equipment Used				



proud past, promising future

Human Resources Department

1300 Franklin Street – 5th Floor/PO Box 5000

Vancouver, WA 98666-5000

PHONE (360) 397-2456 FAX (360) 397-2457

TDD (360) 397-6032

Email: hadmin@clark.wa.gov

www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION

POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)	
Last Name		First Name	Middle Initial	
Address		City	State	Zip + Four
Home Phone ()	Work Phone ()	Cell Phone ()	Other ()	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [] No []		Are you legally eligible for employment in the United States? Yes [] No []		
Will you accept: [] Regular [] Temporary Will you accept: [] Full Time [] Part Time		Shifts you will accept: [] Day [] Evening [] Night [] Weekend		
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes [] No [] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)				
Date	Charge	Sentence	Remarks	

EDUCATION

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.						

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

MOST RECENT POSITION

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

May we contact your current employer? Yes [] No []

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

Reason for leaving:

OTHER EXPERIENCE

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

Reason for leaving:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

☐ *American Indian or Alaskan Native.* Tribal Affiliation: _____

☐ *Asian or Pacific Islander:*

☐ *Black (not of Hispanic origin):*

☐ *Hispanic*

☐ *White (not of Hispanic origin):*

VETERAN: Yes ☐ No ☐

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

☐ The Columbian ☐ The Oregonian ☐ The Asian Reporter ☐ El Latino de Hoy

☐ The Skanner-Portland ☐ Seattle Times ☐ Spokane Review ☐ The Olympian

Internet Sites:

☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website

☐ El Latino de Hoy website ☐ Other Internet/Website: _____

Other Sources:

☐ Clark County Bulletin Board ☐ College/Career Center Referral ☐ Acquaintance/County Employee

☐ Other: _____